Touch Typing Tutor™

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Goodbye two-finger pecking.
The Tutor's here to teach you touch typing!

A Product of
The Software Guild

SYSTEM REQUIREMENTS

Commodore 64™
One Disk Drive

PACKAGE CONTENTS

Touch Typing Tutor Program Disk
Instruction Booklet
Warranty Card

OVERVIEW

If you can't type with all ten fingers, no one has to tell you what you're missing. So get with it and spend some time at home learning how to touch type. Whether it's programming or typing school papers, financial reports, or simple letters, Touch Typing Tutor is going to save you hours of time and permanently shake off those two-finger blues.

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I. Introducing Your Tutor

Touch Typing Tutor teaches beginners how to type like the best executive secretaries. If you want to learn how to type so that it becomes automatic, then you want to learn touch typing. Before you know it, the days of "hunt and peck" typing will be gone forever.

Speed and accuracy are the two skills required for good typing. Touch Typing Tutor emphasizes these skills, but also trains potential typing whizzes to master basic techniques first, such as finger placement. These basics, often ignored by other typing programs, form the foundation for good typing skills.

IMPORTANT TIPS

Follow these tips to minimize problems when running this and other programs on your Commodore 64.

Keep the [SHIFT LOCK] key up.

Do not press the [RUN/STOP] key while your program is in use.

Do not press the [SHIFT LOCK] and [COMMODORE] keys simultaneously: this combination will upset your program.

Handle your disks gently, being careful not to touch the disk itself. Always keep your disks in their special sleeves while not in use.

Do not try to make a copy of this disk. If during normal use something goes wrong with your disk, please refer to the Warranty section of this manual.

GETTING STARTED

To get started with Touch Typing Tutor simply follow these steps. (This is called "booting.")

1. Turn on your TV monitor, your disk drive and then your Commodore 64 computer. (The disk drive's "on" button is located in the rear of your drive. The computer's power switch

is on the right side.) The Commodore 64 title screen appears, along with the word "Ready," followed by a blinking cursor.

2. Open the disk drive door with your left hand by pushing the lip on the drive in and up. With your right hand, slip the program disk into the drive so that the labeled edge is faceup and is the last part of the disk to enter the drive. Push the disk gently into the drive and hold it there.

3. When the disk is entirely in the drive, close the drive door with your left hand and slowly release your grasp of the disk's edge.

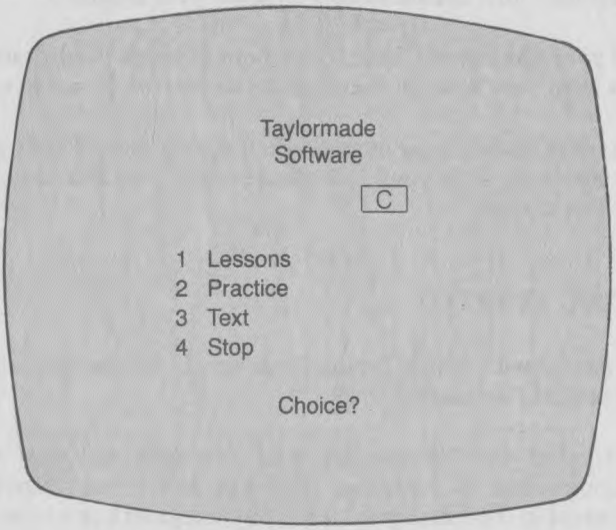
4. Type LOAD "TYPETUTOR", 8 and press the [RETURN] key. The screen will say "Searching for Typetutor" and then "Loading." This takes a few minutes, so be patient.

5. When the "Ready" message appears on your screen, type RUN and press [RETURN].

You will now see the Touch Typing Tutor Main Menu appear on the screen. If you don't, you may have inserted the disk incorrectly. Please turn your computer off and try repeating the above instructions.

USING TUTOR'S MENU

After correctly booting your Touch Typing Tutor program, the Main Menu is the first screen you will see. The Menu lists all of the programs available: Lessons, Practice, and Text.



In the Lessons program you learn correct finger placement, and practice typing individual letters, numbers, and punctuation symbols. The Practice program drills you on "pseudo words," using common key combinations. In the Text program you practice typing actual sentences, with punctuation. The last option on the menu, Stop, is used to exit from Touch Typing Tutor.

We recommend you learn how to touch type by proceeding through the programs in the above order. Whenever you have finished working with one part of the program, you must always return to the Main Menu to access another part.

II. Lesson Facts and Finger Tips

This chapter covers all three programs included with Touch Typing Tutor. Make the most of your typing lessons by using the finger positioning explained in Program 1, Lessons. Although practicing correct finger placement is bound to be tedious, bad typing habits are very hard to break. When your fingers can comfortably find all the keys, both typing speed and accuracy will improve!

PROGRAM 1: LESSONS

Control Keys for Program 1

Key	Function	When to Use
[RETURN]	Selects new lesson or repeats lesson if pressed twice	End of each exercise
[f7]	Stops lesson and returns you to lesson start	During an exercise
[0]	Ends Lessons program; returns you to Menu	Before or at the end of each exercise

Setting Up Lessons

There are 19 introductory lessons in the Lessons program. They review all of the keys of a standard typewriter and emphasize fundamental skills. Touch Typing Tutor has conveniently reproduced the keyboard on the screen. If you can get in the habit of looking at the screen instead of the keys, you'll eventually be able to type easily without watching your fingers on the keyboard. This is the "key" to increasing your speed.

To begin using Lessons, press [1] from the Main Menu. The color-coordinated keyboard will appear, with the message "Moving character on keyboard (Y/N)?" displayed on the top of the screen. Press [Y] if you would like individual keys to flash on the keyboard as they are featured. After this selection is made, choose the number

(1–19) that corresponds to the lesson number you desire and press RETURN. The lesson you selected will automatically begin.

You enter fifty random letters in each lesson. Practice each lesson as long as you like and as many times as you need. However, should you tire of any lesson, simply press f7 to stop. The percentage of correct responses is shown after each lesson.

If an error is made, the letter is displayed and labeled "incorrect." You will also hear an unpleasant noise from your program until you type in the correct entry. The lesson will not resume until you give the right answer. After you finish a lesson, simply press RETURN to repeat that lesson. To continue on to another, press the number of the lesson you want.

Before you start with the first lesson, read through "The Big Ten" section that follows. To train all your fingers to move smoothly (yes, your pinkie really will type), glue yourself to the next part of the training. It will take some time, so don't hurry; give yourself time to get off to a good start.

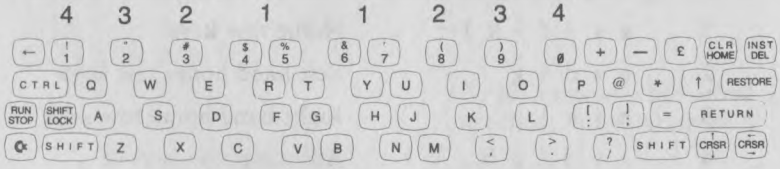
The Big Ten

Time to dump old habits if you have them and develop more efficient ways of typing. Your fingers are right there, just waiting to solve your problems!

Welcome to the not-so-ordinary "home" position. Home position is the starting position: your hand's home base. Your fingers move away from this starting point, but no matter where they move on the keyboard they always return to home sweet home. The highlighted keys in the diagram are the home row keys.

Try out the home position until you feel comfortable with it. Fingers should be comfortably placed at a ninety-degree angle to the keys. Train yourself to keep your eyes on the screen. Don't cheat. . .your future speed depends on it!

Notice that the keyboard display shown in Lessons is like an ordinary typewriter except it is color coordinated. Your fingers are numbered 1 through 4. (Your thumb is used for the SPACE BAR only, and is not numbered.) Your index finger is labeled 1. The keyboard has been divided and color shaded to illustrate which fingers manipulate which keys. On your left hand, purple represents all those keys used by your left pinky, green for the keys used by your ring finger, and so on. (Refer to the keyboard display for exact positioning.)



The Lesson Breakdown

The following table lists the 19 introductory lessons, and identifies the keys practiced in each. Each key on your keyboard is reviewed at least once.

Note: The [SHIFT] key is represented by a box in the right- and left-hand corners of your screen. It will blacken in when you need to use it to obtain a featured key.

Lesson	Keys	Comment
1	a s d f j k l :	Home row keys
2	a s d f g	Left-hand home row keys
3	h j k l :	Right-hand home row keys
4	a s d f g h j k l :	All home row keys at random
5	q w e r t	Top row left-hand keys along with home row keys
6	y u i o p	Top row right-hand keys along with right-hand home row keys
7	a s d f j k l : q w e r t y u i o p	All keys presented thus far
8	z x c v b	Bottom left-hand keys alternated with home row keys
9	n m , . ?	Bottom right-hand keys alternated with home row keys
10	z x c v b n m , . ?	All bottom row keys alternated with home row keys
11	1 2 3 4 5	Left-hand number keys alternated with home row keys
12	6 7 8 9 0	Right-hand number keys alternated with home row keys
13	1 2 3 4 5 6 7 8 9 0	All number keys alternated with home row keys (lefties may use left-hand index finger for number 6)

Lesson	Keys	Comment
14	! " # $ %	Use the [SHIFT] key with these left-hand top row keys
15	& ' ( ) + —	Right-hand top row keys alternated with home row keys
16	! " # $ % & ' ( ) + —	All top row keys
17	q w e r t y u i o p a s d f g h j k l :	All of these keys alternate
18	: ; , . ?	All the letters are presented plus these punctuation keys
19	All keys	Good luck!

PROGRAM 2: PRACTICE

Control Keys for Program 2

Key	Function	When to Use
[SPACE BAR]	Moves cursor word-to-word	In each line
[Y]	Lists errors	End of exercise
[N]	Continues practice program	End of exercise
[f7]	Ends program and returns you to Menu	During an exercise

Setting Up Practice

This program presents lines of nonsensical "pseudo" words. There are five lines of words in each screen. Your speed and accuracy will be measured and displayed at the end of each screen.

To begin with the Practice program, press [2] from the Main Menu. Before you can actually start typing, you need to answer some preparatory questions. You first select what screen (background) and character colors you prefer. Choose combinations from the Commodore 64 color keys (1–8 and combinations of these) that help make the letters on your screen legible. We suggest using a gray (12) screen and black (1) characters.

Next choose whether you want to practice typing letters exclusively, or practice letters, numbers and punctuation together. Then select whether you want to type only five-letter words, or random length words. (Try random length for a change of pace.)

You type a total of 85 characters for each exercise. The exercise will be timed. Type carefully, pushing yourself to type a little faster each time. No doubt your timing will improve!

The clock begins when the first line of pseudo words appears on the screen. After you have typed a complete line correctly, the next line will appear automatically. You do not need to press [RETURN]. Your entries must be typed exactly as they appear on the screen, or they will be considered incorrect. A list of the errors you made can be displayed after each screen of text has been entered, by pressing [Y] when the "List Errors?" message appears on screen. The letters you did not type correctly will be listed. Missed spaces will appear as highlighted squares.

PROGRAM 3: TEXT

Control Keys for Program 3

Key	Function	When to Use
[RETURN]	Requests new text in the exercises	At each line end
[Y]	Begins clock for another lesson	End of exercise
[N]	Returns to menu	End of exercise
[f7]	Stops program	During an exercise

Setting Up Text

During this program you type English sentences, complete with punctuation, and are timed while doing so. The clock appears in the upper left-hand corner.

Select [3] from the Main Menu to use the Text program. A screen of instructions appears with the message "Pause for words to assemble." Be patient, as it takes a moment or two for the computer to assemble the lesson. You will also need to select screen and character color information as you did for Program 2, Practice. Use the Commodore 64 color keys on the keyboard numbered 1–8. The clock will begin immediately after you make these selections.

Capital letters are obtained by using the [SHIFT] key. If you don't capitalize correctly, the computer will score it as an error. When the words appear, start typing directly below the line of text on the screen. Unless your spacing is exactly as it appears on the screen, your answers will be considered incorrect. Don't worry about correcting your errors. This exercise has been designed to help your typing development, so don't try to make corrections by backspacing.

Note: The [RETURN] key will not operate unless you have typed the words correctly. If your line falls short, press the [SPACE BAR] until you are at the line's end. Now the [RETURN] key will respond appropriately.

When you wish to stop, press [f7]. The percentage of words typed correctly appears on the screen, along with the words per minute score. This is calculated by counting the total number of characters typed divided by the number typed correctly. (The words per minute rate is based on a five-character word.)

To continue with the Text program, press [Y] when the "Practice More Text?" message appears on the screen.

III. Warranty Message

Please take a moment to fill out and mail the enclosed Warranty Card. By having your name on file we will be able to provide the best possible customer service, including information on program updates and replacement of damaged disks.

A great deal of effort has gone into preparing this program to operate smoothly and without "bugs." Should you have problems with this program, please contact our Customer Service Department at the following toll free number:

1 (800) 341-4000

Given normal use, it should not be possible to damage this disk. However, should the disk or the program on it become damaged, please return it to us with a short description of the problem. The Software Guild, Inc., will replace your disk promptly, according to warranty provisions.

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